

SECRET

TOP SECRET

MAIL AND COURIER SERVICE

Daily Courier Services Approved Since 30 June 1954

1. In compliance with a request from Mr. [REDACTED] Mission Division, OAD, a daily pickup of Army Atlantic Reports from the G-2 Message Center (Antagon) for delivery to the Legation Branch, OAD, was initiated on Monday 15 August 1954. See Inclosure #1.
2. In compliance with a verbal request (later confirmed by memorandum) from [REDACTED] of HQ/7/10/2 arrangements were made to provide for a daily pickup from the Department of State Branch Room beginning on 1 October 1954, of classified material addressed to [REDACTED] for delivery to his office in [REDACTED] Building. See Inclosure #2.
3. On 8 October 1954, arrangements were made to extend daily mail and courier service to the Clark Committee, Room 215 South Building. This service will continue until the Clark Committee survey is completed. Instructions for this service were received orally from Miss Virginia Pilgrim of the Clark Committee and confirmed at a later date by memorandum. See Inclosure #3.

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STATSPEC

SECRET

AUG 11 1954

Administrative Staff, Logistics Office
Attn: Chief, Mail and Courier Branch

Chief, Liaison Division, OSO

Courier Service Between OSO and C-2

REFERENCE:

- (a) Draft Copy of Internal OSO Procedure for Sending Single Copy Enclatures to Army Reports, dated 10 August 1954.
- (b) Internal C-2 Procedure, C-2 Document Library Memorandum No. 2, dated 10 August 1954.

25X1A9a 1. In accordance with a recent telephone conversation between Mr. [REDACTED] it is requested that courier service be effected between the two [REDACTED] as outlined in Reference (a), attached, commencing 16 August 1954.

2. A copy of Reference (b) is transmitted herewith for your information.

(Signed)

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Encls (2) (Not attached to this study)

- 1. Ref. (a)
- 2. Ref. (b)

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INCL # 1 TAB C, ANNEX 1

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2 DEC 1954

COPY

MEMORANDUM FOR: Chief, Mail Carrier Branch

STATSPEC

SUBJECT:

Request for [REDACTED]

STATSPEC

It is hereby requested that the [REDACTED] plastic tapes of [REDACTED] broadcasts [REDACTED] be sent to us on a regular basis as they are very helpful in our work.

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(Signed)

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SA/TX/CA/NO

Distribution:

Orig & 1 - [REDACTED]

2 - SA/TX

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INCL # 2 TAB C, ANNEX 1

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23 NOV 1954

Chief, Mail and Courier Branch
Rm. 1450 Que Bldg.
Assistant Director, Office of Operations
Mail and Courier Service

COPY

1. It is requested that such daily mail and courier service be provided the Clark Committee, 216 South Building, as is necessary.

(Signed)

[Redacted Signature]
Assistant Director
Office of Operations

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INCL # 3 TAB C, ANNEX 1

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